



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 10, 2009

To: All Department Heads
From: 
William T Fujioka
Chief Executive Officer

PERIODIC BOARD REPORTS

In March 2003, the Board of Supervisors instructed this Office to work with County departments to identify any periodic Board reports (submitted by County departments to the Board), which had outlived their usefulness and to recommend elimination of such reports. Based on the survey conducted by this Office, more than 60 periodic reports were identified and approximately five were eliminated at that time.

As part of our efforts to promote efficiency and focus limited departmental resources on critical priorities, we urge you to once again scrutinize the periodic reports you send to the Board and critically analyze them for usefulness, relevance, and impact. If there are reports of which you are now aware that appear no longer useful or relevant, please recommend their elimination now. Alternatively, as you prepare periodic reports in the coming weeks and months and believe that they should be eliminated, please incorporate the following language in the transmittal correspondence to the Board:

"We have determined that this [*monthly, quarterly, semi-annual, annual, etc.*] report should be eliminated because [*provide justification*]. Therefore, unless otherwise instructed by the Board, this will be the final periodic report."

Please let me know if you have any questions, or your staff may contact Martin Zimmerman at 213.974.1326 or mzimmerman@ceo.lacounty.gov.

WTF:ES
MKZ:pg

c: Each Supervisor

2009-07 - 07-10-09 Periodic Board Reports

"To Enrich Lives Through Effective And Caring Service"

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